



# **REPORTS WORKING GROUP**



## **DPAS STANDARDIZED REPORTS RECOMMENDATIONS**

**AUGUST 26, 2004**

Defense Property Accountability System



# REPORTS WORKING GROUP

## Accomplishments

- **First meeting - March CCB**
  - **Established Members and Mission**
  - **Review of Suggestions from Users and DPAS Staff**
  - **Preliminary Ranking and Suggestions**
  - **VTC held during March CCB**
  - **Created timeline for User Reports Survey**
- **Subsequent activities:**
  - **Created reports survey**
  - **Initial survey sent out**
    - Received 90 responses
    - 8 Agencies participated
    - No Army sites participated



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- **Second survey sent by a broadcast message**
  - Received 294 responses
  - 20 Agencies participated
- **A total of 384 responses with both surveys**
- **Second meeting 24 Aug 04**
  - **Discussed results of survey**
    - Surprised by all reports are being used to some degree of regularity (e.g. rarely, daily, often).
    - When reviewing the survey results, the report with the fewest number of responses equates to nearly 400 users requiring that report.
    - Therefore, we recommend those reports for which the preponderance of responses were “rarely used” AND; the data can be obtained by a Eureka query those on line reports can be hidden.



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## Preliminary Analysis of Survey

- **Document Register**

Report:	Never Used	Used	Rec
Supply	49%	48%	D
Open Supply	52%		42%
D			
High Priority	61%		30%
D			
High Priority Open	62%		29%
D			

**D = Retain as on line Report in DPAS**

**E = Replace Hidden Report with Eureka  
Query**

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## Preliminary Analysis of Survey

- **Authorization**

Report:	Never Used	Used	Rec
TDA Para- Nbr Auth D	56%	36%	
Non TDA Capital	62%	30%	D
Equip. Readiness	66%	26%	D

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## Preliminary Analysis of Survey

- **Catalog**

Report:	Never Used	Used	Rec
Manufacturer		41%	53%
D/E			
Cat. Recs. for delete	54%		41%
D			
SKO/BII/AII Config	68%		24%
D			

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## Preliminary Analysis of Survey

- **Accounting**

Report:	Never Used	Used	Rec
Acct. Txn Register	59%	34%	D
Capital Assets(CA)	47%	46%	D
CA in Transit		61%	31%
D			
CA not in Use	61%	31%	D
CIP/WIP	67%	24%	D
National Defense PPS&E	66%	26%	E

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## Preliminary Analysis of Survey

- **Accounting (cont)**

Report:	Never Used	Used	Rec	
CFO Acct. Statement		59%	32%	D
Capital Assets in Use		65%	28%	D
Capital Assets Tr. Bal.	63%	30%		D
Fiscal Year to Date	62%	29%		D
Depreciation Forecast	62%	30%		D

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## Preliminary Analysis of Survey

- **Accounting(cont)**

Report:	Never Used	Used	Rec
Real Property	65%	25%	?
Heritage Assets	71%	19%	E
Summary & Analysis	56%	34%	
D			
Monthly Depreciation	54%	34%	
D			

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## Preliminary Analysis of Survey

- **Hand Receipt**

Report:	Never Used	Used	Rec	
Hand Receipt(Short)		9%	85%	D
Hand Receipt(Expanded)	29%	64%		D
Hand Receipt Holder		11%	87%	D
Inc/Dec Actions	20%	78%		D
Asset Summary	34%	61%		D
IPE Assets	55%	38%	E	



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Query**

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## Preliminary Analysis of Survey

- **Hand Receipt (cont)**

Report:	Never Used	Used	Rec
RICC Assets	56%	37%	E
TMDE Assets	59%	34%	E
SKO/BII/AI Assets	63%	30%	D
IT Assets	58%	34%	E
War/Ser/Loan/Lease		62%	29%
	D		

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Query**

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## Preliminary Analysis of Survey

- **Hand Receipt Holder**

Report:	Never Used	Used	Rec	D
Hand Receipt		16%	83%	
Authorization Inv.	41%	53%		D
SKO Assets	59%	33%		D
Hand Receipt Holder		20%	74%	
SKO Configuration	60%	30%		D

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**Query**

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## Preliminary Analysis of Survey

- **Maintenance**

Report:	Never Used	Used	Rec
Maint. Wrk Order Reg	76%	18%	E
Maint. Wrk Order Open	75%	18%	E
Maint. Wrk Order Closed	75%	8%	E
Maint. Summary	76%	17%	D
Delinquent Mobile Util.	77%	16%	D
Delinquent P&SE Util.	78%	15%	D

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## Preliminary Analysis of Survey

- **Maintenance(cont)**

Report:	Never Used	Used	Rec
NTV Cost Acct & Mgmt	80%	13%	D
USA Registration Nbr	78%	15%	D
Equip. Replacement	78%	14%	E
Mobile/P&SE/Schd Past Due		78%	15%
D			
Workload	78%	13%	D

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## Preliminary Analysis of Survey

- **Maintenance(cont)**

Report:	Never Used	Used	Rec	
Mobile Master	78%	15%	D	
P&SE Master	78%	14%	D	
Walk Through Util. Rpt.	78%	14%	E	
Dispatch	77%	14%	E	
Availability(Vehicle)		78%	15%	D
Com. Design Vehicle Use	79%	14%	D	

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## Preliminary Analysis of Survey

- **Maintenance(cont)**

Report:	Never Used	Used	Rec
Utilization by User	52%	20%	D
Utilization by ECC	77%	15%	D
Warranty/Ser/Loan/Lease	77%	15%	D
Automatic Reports Gen.	69%	23%	D

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## *Preliminary Analysis of Survey*

- ***Eureka***

*All Services:*

*Keep Eureka:* 74%

*Submit to DPAS:* 21%

*Navy:*

*Keep Eureka:* 62%

*Submit to Navy PP&E:* 20%



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## ***Recommendations***

- Maintain current reports
- 48 Reports identified with “D” should remain on line reports.
- 13 Reports identified with “E” can be hidden from on line report queues since the data included in the on line report can be easily obtained using Eureka queries.
- DPAS create Eureka queries for hidden reports.
- Requests for hidden reports should be collected and evaluated to determine if report should be reinstated to on line status.
- Confirm if Real Property Accounting Report should remain an on line report.



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